Clinical Reporting for Supervision

Trainee Workbook
Version 2-7-2003

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Acknowledgments

References

Powsner, S. M., & Tufte, E. R. (1997). Summarizing clinical psychiatric data. Psychiatric Services, 48, 1458-1461.

Tufte, E. R. (1983). The visual display of quantitative information. Cheshire, CT: Graphics Press.

Youngstrom, E. (1999, November). Data dashboards: Information displays that help drive treatment and organizations. Symposium presented at the Association for Advancement of Behavior Therapy, Toronto.

Learning Objectives

1. Learn to retrieve individual and caseload reports.

2. Understand the types of reports available.

3. Interpret reports to answer four common staffing questions.

4. Interpret reports to answer six common clinical questions.

Clinical Report Logon Screen

Logon

Username:	interesteduser99	Same as Discoverer
Password:	********	Same as Discoverer
Database:	dohrpt	Enter **dohrpt** only In lower case

Connect   Cancel

Main Screen Functions

If you check this box, you will only have access to clients currently registered in CAMHMIS.

Be careful of using this when downloading all clients for a Care Coordinator
 as you may be downloading MOUNTAINS of data!

WINDOW1 ▬ □ ✕

Download Case Load Data

☑ Registered Clients Only?

CR No.: [   ]   To download all information for a single youth,
                                          enter the CR Number here, then
                                          click the Button

[Download Client Data]   On average, this will take 3-5 minutes.

☐ Download Detail Data?   To download information for all clients
                                          registered to a single care coordinator,
Care Coordinator ID: [   ]   enter the CCID here, then click the Button

[Download All Clients]   On average, this will take 1-2 minutes per youth.

If you check this box, you will download all information for all clients in the caseload.
 This takes an extra 1-2 minutes per youth on average

If you do not download the details, you will not receive service information.

Available Report Content

Download Case Load Data

WINDOW1

☑ Registered Clients Only?

CR No.: [   ]

[Download Client Data]

☐ Download Detail Data?

Care Coordinator ID: [   ]

[Download All Clients]

Remember: No Details, No Historical Service Information

Achenbach Total Problems
Achenbach Total Competence

CAFAS 8-Scale Total
CAFAS Role Performance

CALOCUS Total
CALOCUS Level

Diagnosis

Interagency Involvement

Service Authorizations

Achenbach Subscales

CAFAS Subscales

CALOCUS Subscales

Individual Summary Report

Individual Detail Report

Caseload Report

Caseload Diagnostic

CALOCUS Level

Service Authorizations

CAFAS 8-Scale Total

Interagency Involvement

CBCL Total Problems

TRF Total Problems

YSR Total Problems

Diagnosis

Data Availability Timeline

The timeline for data availability will be the same in the clinical reporting module as it is for Discoverer reports:

Type of Information	Available
Registration Information	Next Day
Service Authorizations	Next Day
CALOCUS	Next Day
CAFAS	2 – 4 Working Days
Achenbach	7 – 10 Working Days

Reminder: Immediate access to updated information is available after the Save button is pressed in the data entry screens. Some of the data entry screens have Print buttons that produce reports of the updated information.

Four Common Staffing Questions

1. Which youth need outcome measure(s) completed in the next 30 days?

2. Which youth do not have current service authorizations?

3. Which youth have multiple service authorizations?

4. Which youth are involved with other agencies?

1) Which case(s) need(s) a CAFAS completed?

Level of Functioning

CAFAS 8-Scale Total Caseload Summary
■ Initial Score ○ Recent 120-day Score ▲ Current 30-day score

(Scatter plot showing Current 30-day scores for clients. Y-axis: Level of Functioning from 0 to 240 in increments of 30. X-axis clients in order: Client1, Client8, Client11, Client7, Client16, Client3, Client2, Client15, Client6, Client10, Client12, Client4, Client13, Client14, Client5, Client9. Triangle markers rise from about 25 for Client1 up to about 175 for Client5, with no marker for Client9.)

Procedures:

- Is there a triangle present for each youth?

- If no triangle, complete measure within thirty days.

Reminders:

- Triangle disappears from the graph if the measure is due for administration within the next thirty days.

- This does not mean that the measure is past due. The "spirit" of this report is to help planning and to remind personnel of what needs to be completed in the near future. It was not designed to highlight missed opportunities of the past.

- The "current date" is defined as the date that the report was produced and is printed at the top of the report.

2) Which case(s) need(s) a current service authorization?

Restrictiveness of Setting

Level of Care Service Authorization
■ Authorized since Registration ○ Authorized within 120 days ▲ Current Authorization

A scatter plot with the y-axis labeled (top to bottom): OOS, HBR, CHR, CBR, TGH, TFH, RH, IDS, PH, DT, MST, IIH, FLX, RSP, LI, CS, NONE. The x-axis lists clients: Client2, Client10, Client8, Client5, Client15, Client6, Client13, Client1, Client11, Client7, Client16, Client3, Client12, Client4, Client14, Client9.

- Client2: ▲ at TFH
- Client10: ▲ at MST
- Client8: ▲ at MST
- Client5: ▲ at IIH
- Client15: ▲ at IIH, ▲ at LI
- Client6: ▲ at FLX
- Client13: ▲ at FLX
- Client1, Client11, Client7, Client16, Client3, Client12, Client4, Client14, Client9: ▲ at NONE

Procedures:

- Examine the bottom NONE row of the graph for each youth.

- If a triangle is present in the NONE row, there is no current service authorization.

Reminders:

- The "current date" is defined as the date that the report was produced and is printed at the top of the report.

- Service authorization may be in the process of being entered into the system.

- Non-DOH procured services (e.g., DOE services) will not show up on this graph.

OOS	Out-of-State	PH	Partial Hospitalization
HBR	Hospital-Based Residential	DT	Day Treatment
CHR	Community High-Risk Residential	MST	Multisystemic Therapy
CBR	Community-Based Residential	IIH	Intensive Home and Community Services
TGH	Therapeutic Group Home	FLX	Flex Services
TFH	Therapeutic Family Home	RSP	Respite Services
RH	Respite Home	LI	Less Intensive Services
IDS	Intensive Day Stabilization	CS	Crisis Stabilization

3) Which case(s) reflect(s) appropriate service authorization?

Restrictiveness of Setting

Level of Care Service Authorization
■ Authorized since Registration   O Authorized within 120 days   ▲ Current Authorization
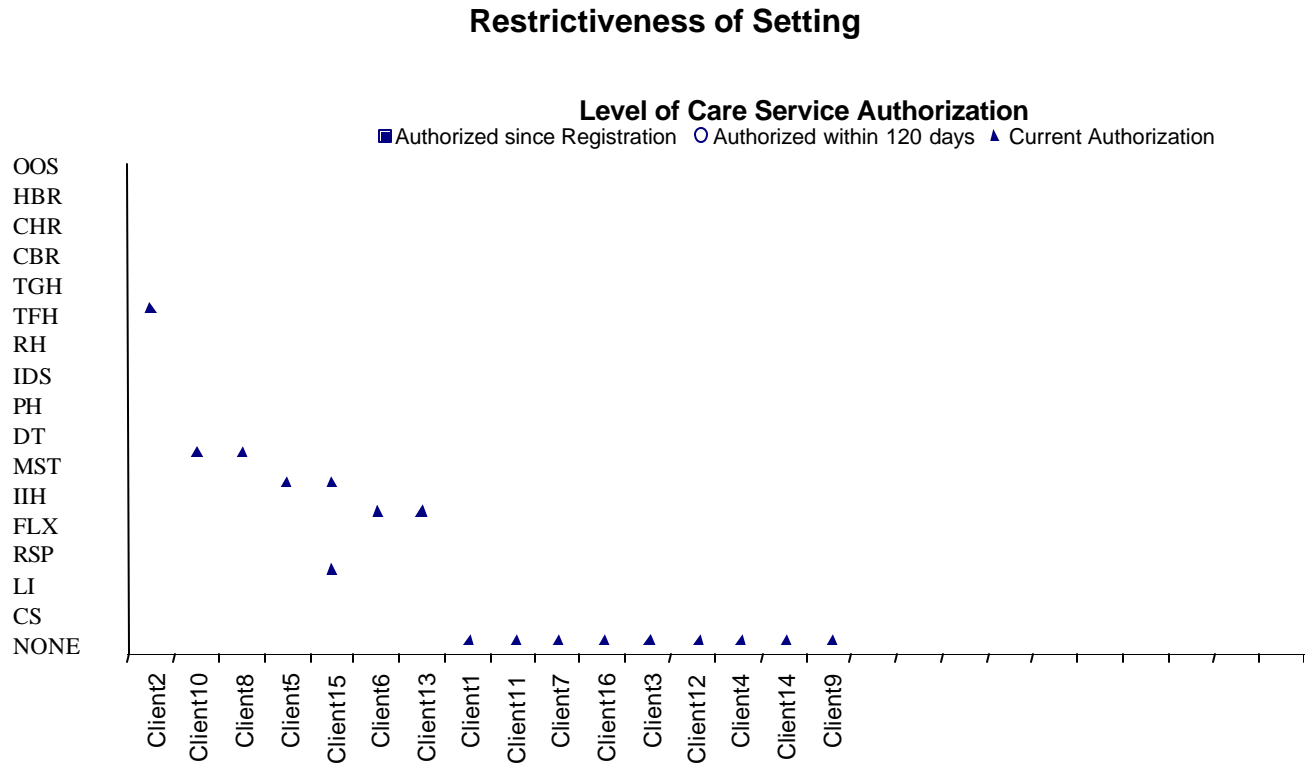
Procedures:

- Are there multiple triangles for any given youth?

- If so, verify if for complementary levels of care.

- If not for complementary levels of care, considering canceling the authorization.

Reminders:

- The "current date" is defined as the date that the report was produced and is printed at the top of the report.

- Recent authorizations and cancellations may still be in the process of being entered into the system.

4) Which case(s) reflect(s) current other agency involvement?

Interagency Involvement

■ Involved since Registration ○ Involved within 120 days ▲ Currently Involved

DHS
Court
Incarcerated
ADAD
Adult MH
Dev. Dis .
Early Int.
DOH Other

Client1 Client2 Client3 Client4 Client5 Client6 Client7 Client8 Client9 Client10 Client11 Client12 Client13 Client14 Client15 Client16
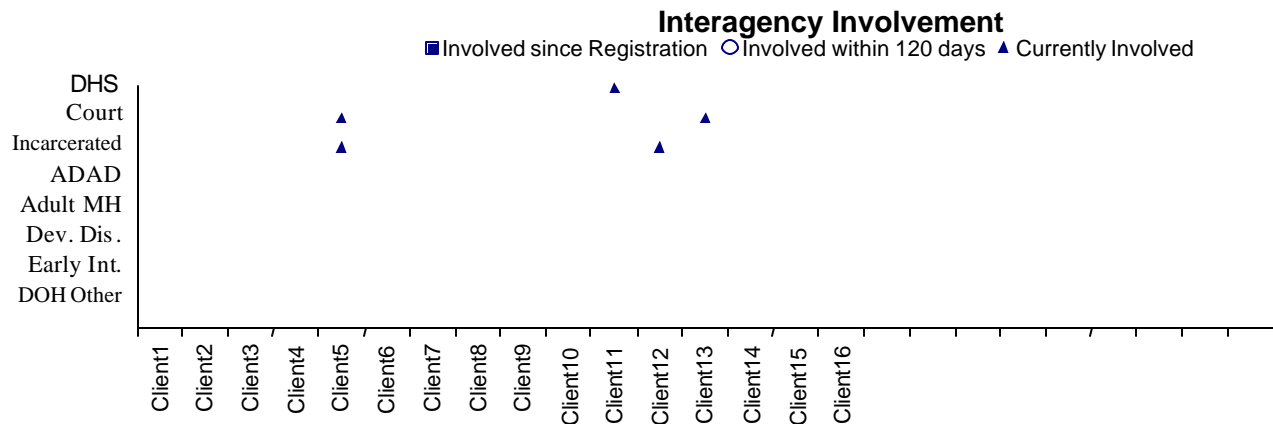
Procedures:

- Is there a triangle(s) present for any youth?

- If no triangle is present, no other agency is involved in the youth's case or the data has not been entered into the system.

- If it is confirmed that other agencies are involved in the youth's case, but does not show up on the graph, update case information.

Reminders:

- Data could still be in the process of being entered.

- An end date from a prior entry may have passed.

Six Common Clinical Questions

1. What is a youth's current level of functioning?

2. Is a youth's functioning improving or deteriorating?

3. How much has a youth's functioning changed?

4. What is the highest level of care that a youth is authorized to receive?

5. Has the youth's level of care changed?

6. Does the youth's level of functioning match the authorized level of care?

1) What is the current level of functioning for each youth?

Level of Functioning

CAFAS 8-Scale Total Caseload Summary
■Initial Score ○ Recent 120-day Score ▲ Current 30-day score
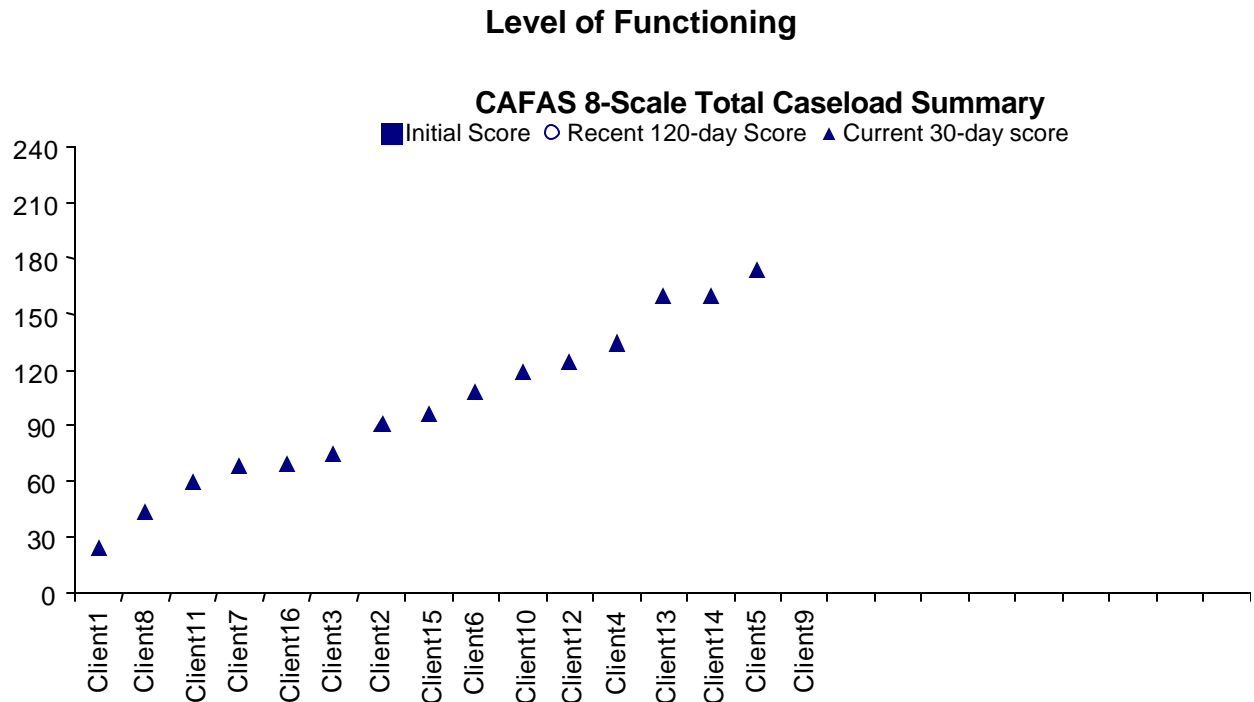
Procedures:

- Examine the overall level of the triangle.

- Is the triangle in the upper, middle, or lower region of the graph?

Reminders:

- For the CAFAS, CALOCUS and Achenbach problem scales, higher scores imply more difficulties/problematic functioning and lower scores imply fewer difficulties/better functioning.

- For the Achenbach competence scales, higher scores imply greater competence/better functioning, and lower scores imply fewer competencies/problematic functioning.

- If no triangle is present, then the circle will be the "next best estimate" of the youth's functioning.

- The caseload reports present estimated scores that may not be the actual scores obtained during measurements. If you want to see actual scores, then look at the individual report.

2a) For each youth, have their problems become better or worse within the last 120 days?

Clinical Progress in Functioning

CAFAS 8-Scale Total Caseload Summary

■ Initial Score   ○ Recent 120-day Score   ▲ Current 30-day score
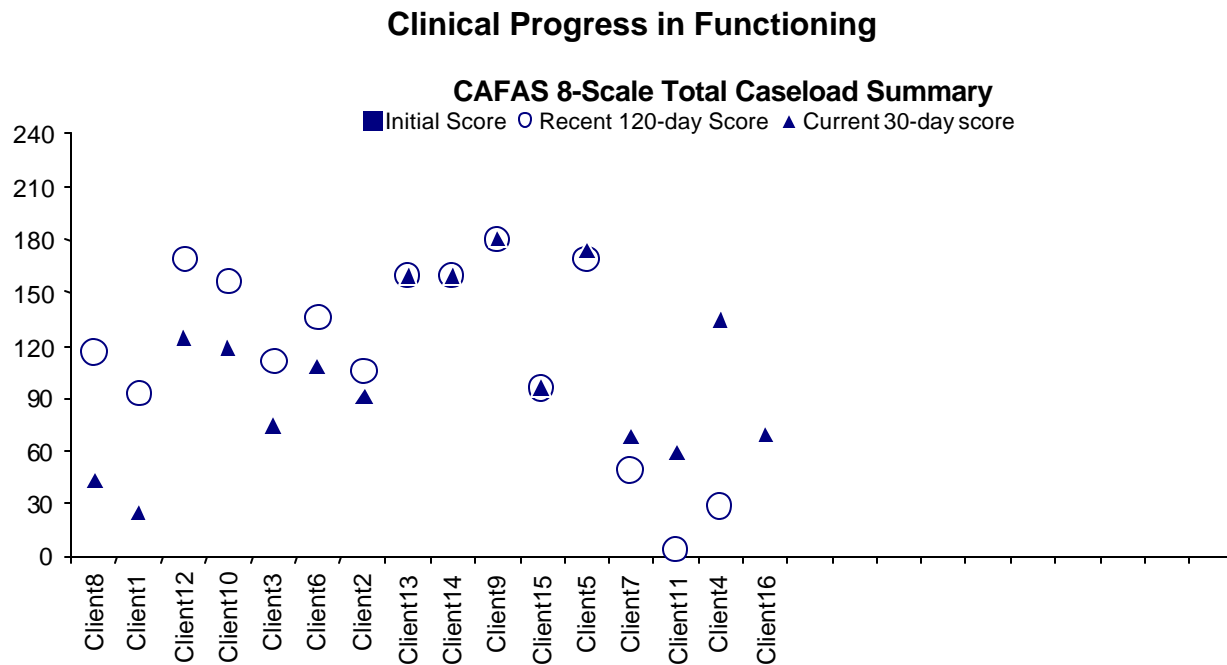
Procedures:

- If the triangle is above the circle, youth's problems have become worse in the past 120 days.

- If the triangle is below the circle, youth's problems have become improved in the past 120 days.

Reminders:

- For the CAFAS, CALOCUS, and Achenbach problem scales:

  o If the triangle is below the circle, then the youth has improved.

  o If the triangle is above the circle, then the youth's functioning has deteriorated.

- For the Achenbach Competence Scales:

  o If the triangle is below the circle, then the youth has deteriorated.

  o If the triangle is above the circle, then the youth's functioning has improved.

2b) For each youth, have their problems become better or worse since initial assessment?

Clinical Progress in Functioning

CAFAS 8-Scale Total Caseload Summary

■ Initial Score ○ Recent 120-day Score ▲ Current 30-day score

(Scatter chart: y-axis from 0 to 240 in increments of 30; x-axis clients listed in order: Client11, Client7, Client8, Client16, Client3, Client15, Client1, Client12, Client13, Client14, Client9, Client4, Client2, Client10, Client6, Client5)
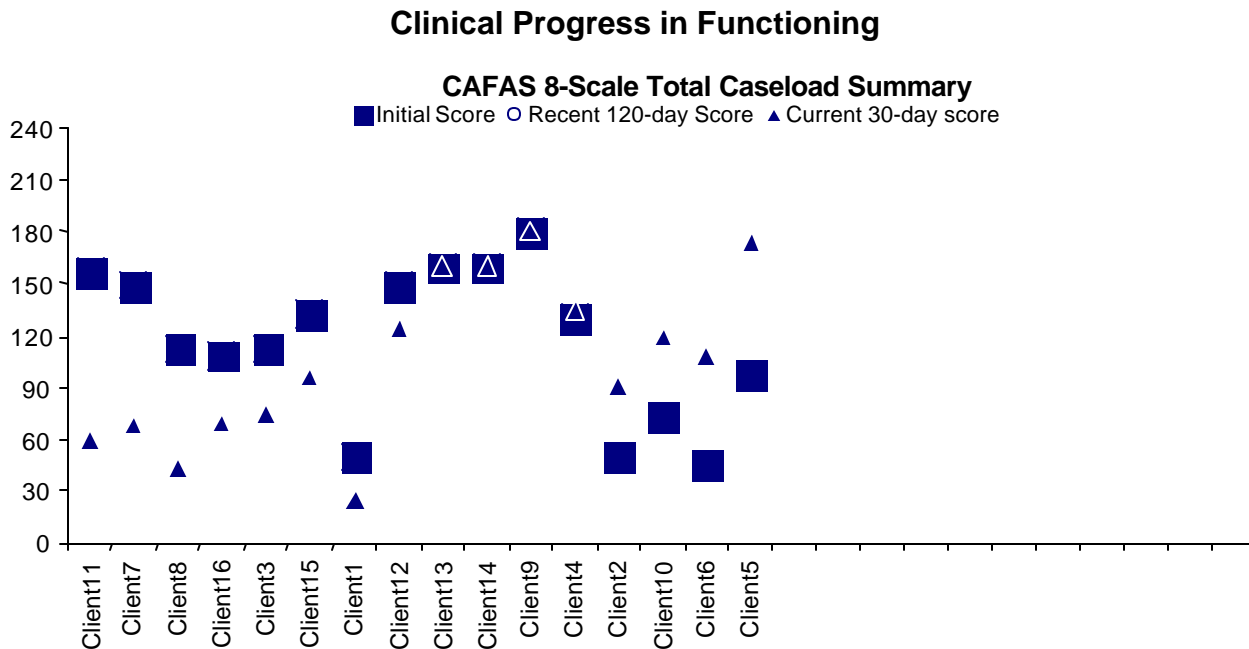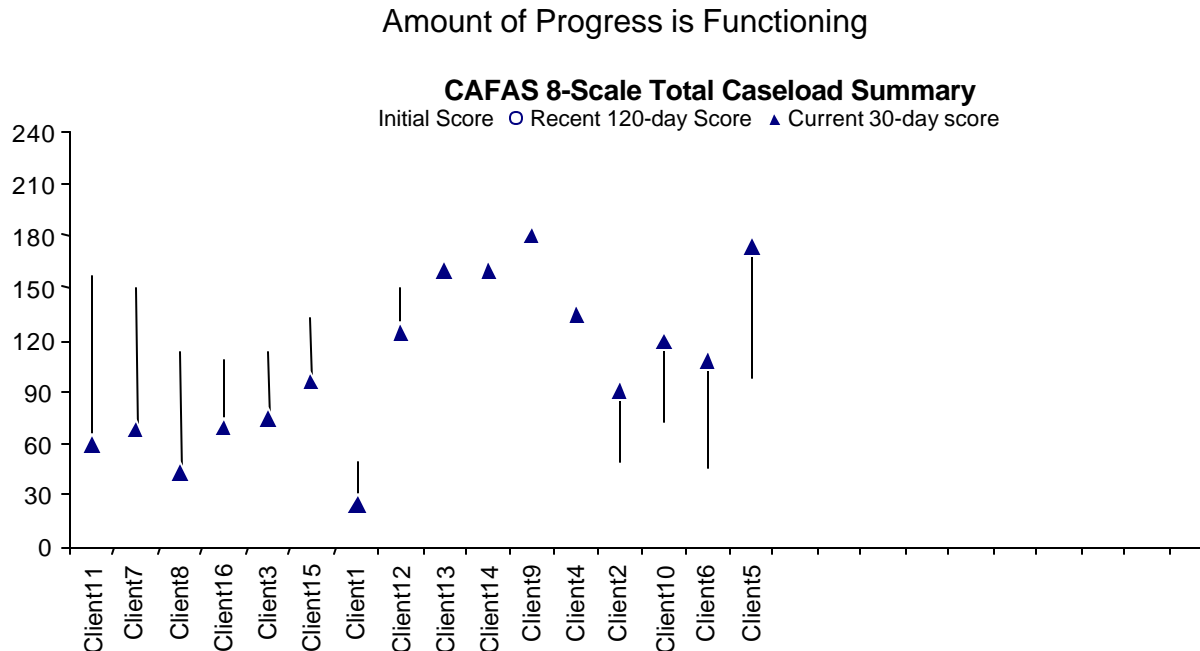
Procedures:

- If the triangle is above the square, youth's problems have become worse since first assessment.

- If the triangle is below the square, youth's problems have improved since first assessment.

Reminders:

- If no triangle is present, the "next best estimate" of overall change will be to compare the circle to the square.

- For the CAFAS, CALOCUS, and Achenbach problem scales, if the triangle is below the square, then the youth has improved.

- For the Achenbach Competence Scales, if the triangle is above the square, then the youth has improved.

3) How much have youth changed?

Amount of Progress is Functioning

CAFAS 8-Scale Total Caseload Summary
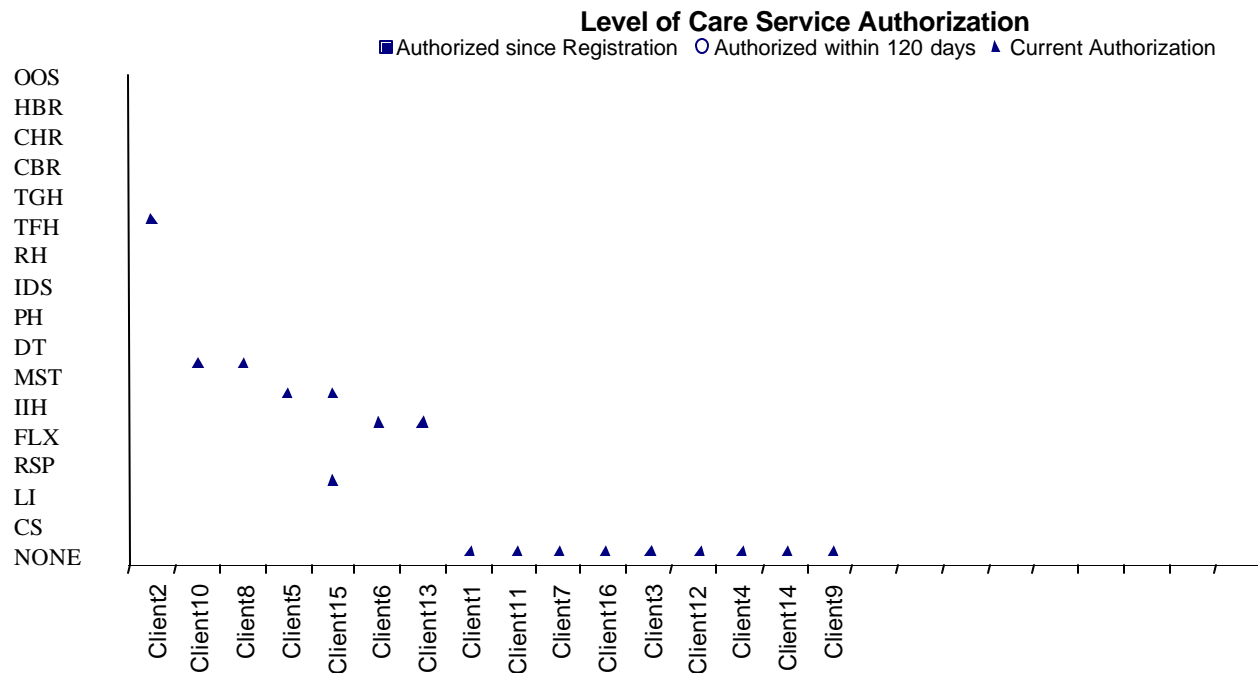Initial Score ○ Recent 120-day Score ▲ Current 30-day score

Procedures:

- Examine the length of the line.

- The longer the line, the greater the change (improvement or deterioration) in the youth's functioning.

Reminders:

- For the CAFAS, CALOCUS, and Achenbach problem scales:

  o If the triangle is below the line (like a weight), then the youth has improved.

  o If the triangle is above the line (like an arrow), then the youth's functioning has deteriorated.

- For the Achenbach Competence Scales:

  o If the triangle is below the line (like a weight), then the youth has deteriorated.

  o If the triangle is above the line (like an arrow), then the youth's functioning has improved.

4) What is the highest level of care each youth is currently authorized to receive?

Level of Care Service Authorization

■ Authorized since Registration   ○ Authorized within 120 days   ▲ Current Authorization

Procedures:

- Examine the triangles in the level of care graph for a given youth.

- What is the highest level of care that the youth is authorized to receive?
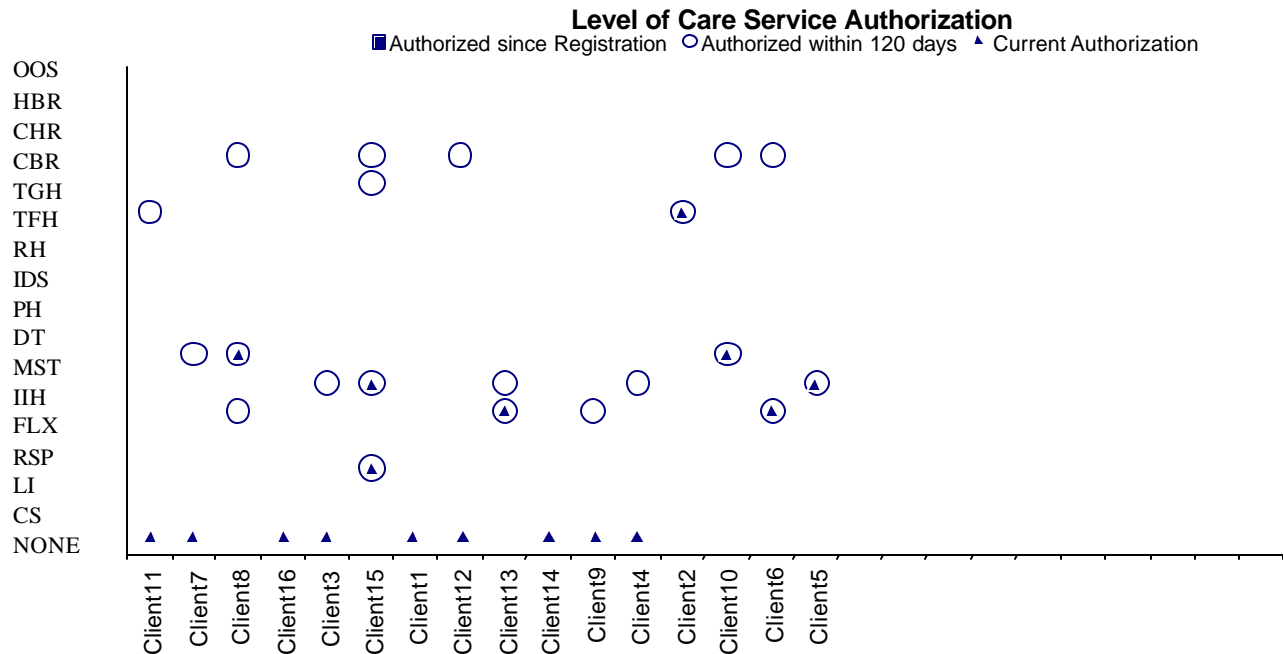
Reminders:

- The "current date" is defined as the date that the report was produced and is printed at the top of the report.

- Service authorization may be in the process of being entered into the system.

- Non-DOH procured services (e.g., DOE services) will not show up on this graph.

OOS	Out-of-State	PH	Partial Hospitalization
HBR	Hospital-Based Residential	DT	Day Treatment
CHR	Community High-Risk Residential	MST	Multisystemic Therapy
CBR	Community-Based Residential	IIH	Intensive Home and Community Services
TGH	Therapeutic Group Home	FLX	Flex Services
TFH	Therapeutic Family Home	RSP	Respite Services
RH	Respite Home	LI	Less Intensive Services
IDS	Intensive Day Stabilization	CS	Crisis Stabilization

5) Which youth have stepped-up or stepped-down in their level of care within the last 120 days?

Recent Change of Setting

Level of Care Service Authorization
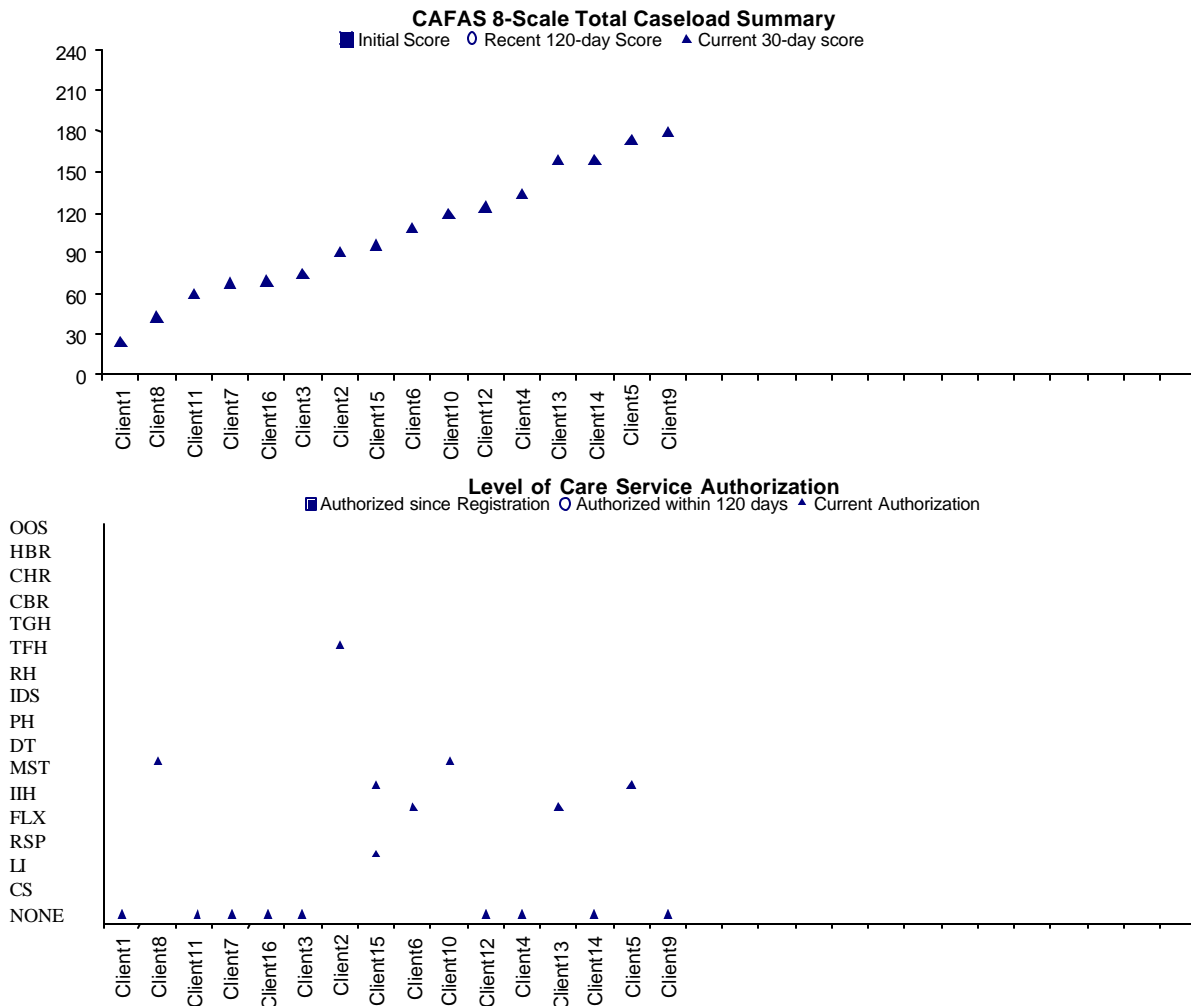■ Authorized since Registration ○ Authorized within 120 days ▲ Current Authorization

Procedures:

- Examine if multiple circles or triangles are present on the level of care graph for a given youth.

- If multiple circles or triangles are present, do they suggest appropriate, complementary levels of care?

- Is the general trend of current services authorizations more or less restrictive?

Reminders:

- Some levels of care can overlap in services authorization.

- Service authorizations and cancellations may be in the process of being entered into the system.

- Non-DOH procured services (e.g., DOE services) will not show up on this graph.

6) For each youth, does their level of functioning match or complement their authorized level of care?

CAFAS 8-Scale Total Caseload Summary
■ Initial Score   O Recent 120-day Score   ▲ Current 30-day score

Level of Care Service Authorization
■ Authorized since Registration   O Authorized within 120 days   ▲ Current Authorization

Procedures:

- Compare the overall level of the triangle in the top graph with the overall level of the triangle in the bottom graph.

- Is the youth's level of care suitable to the youth's level of functioning?

Reminders:

- For CALOCUS, CAFAS, and Achenbach Problem scales, higher scores indicate more difficulties and lower functioning.

- For the Achenbach Competence scales, higher scores indicate better competence and functioning.

- An exact match between functioning and level of care is not always expected. If a "mismatch" is present, further examination of the relevant issues is warranted. A recommendation to change levels of care should not be based solely on this information.

Putting it All Together

CALOCUS Level of Care Caseload Summary
■Initial Score O Recent 120-day Score ▲ Current 30-day score
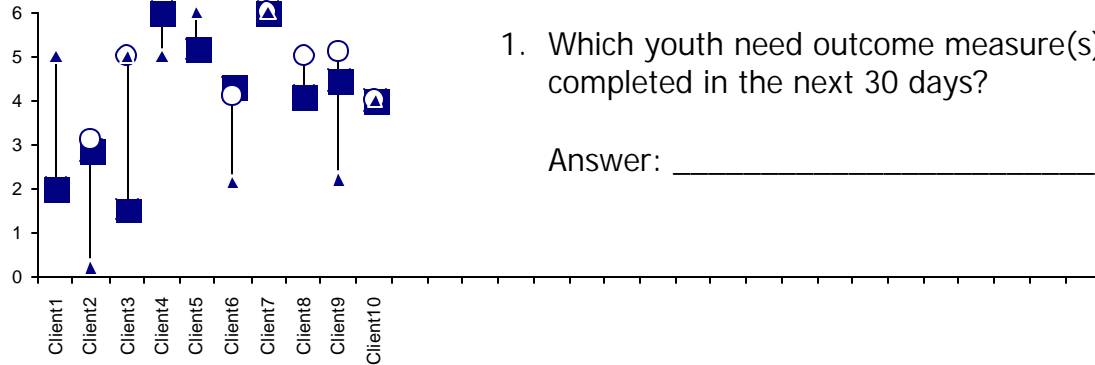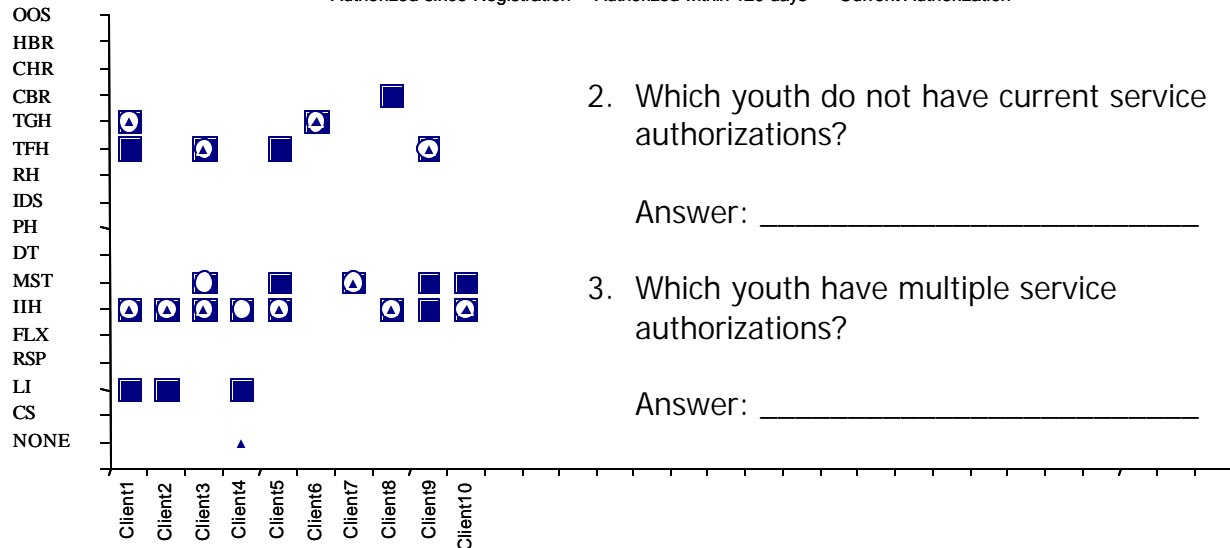

1. Which youth need outcome measure(s) completed in the next 30 days?

   Answer: _____

Level of Care Service Authorization
■Authorized since Registration O Authorized within 120 days ▲ Current Authorization

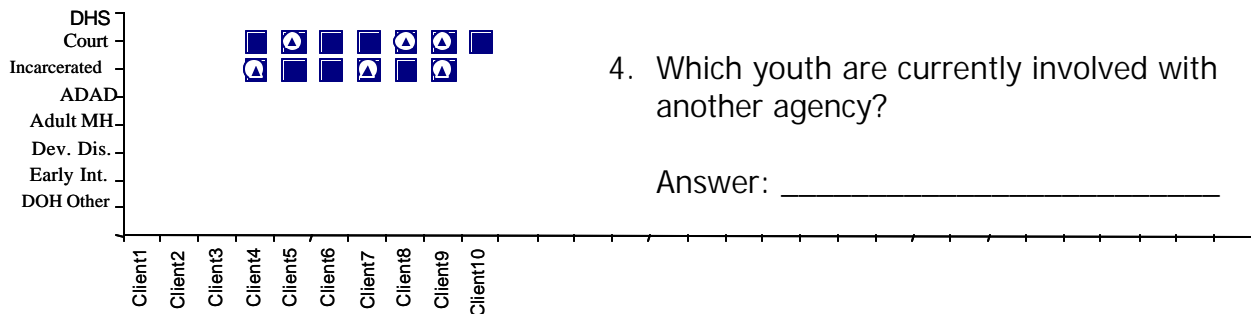2. Which youth do not have current service authorizations?

   Answer: _____

3. Which youth have multiple service authorizations?

   Answer: _____

Interagency Involvement
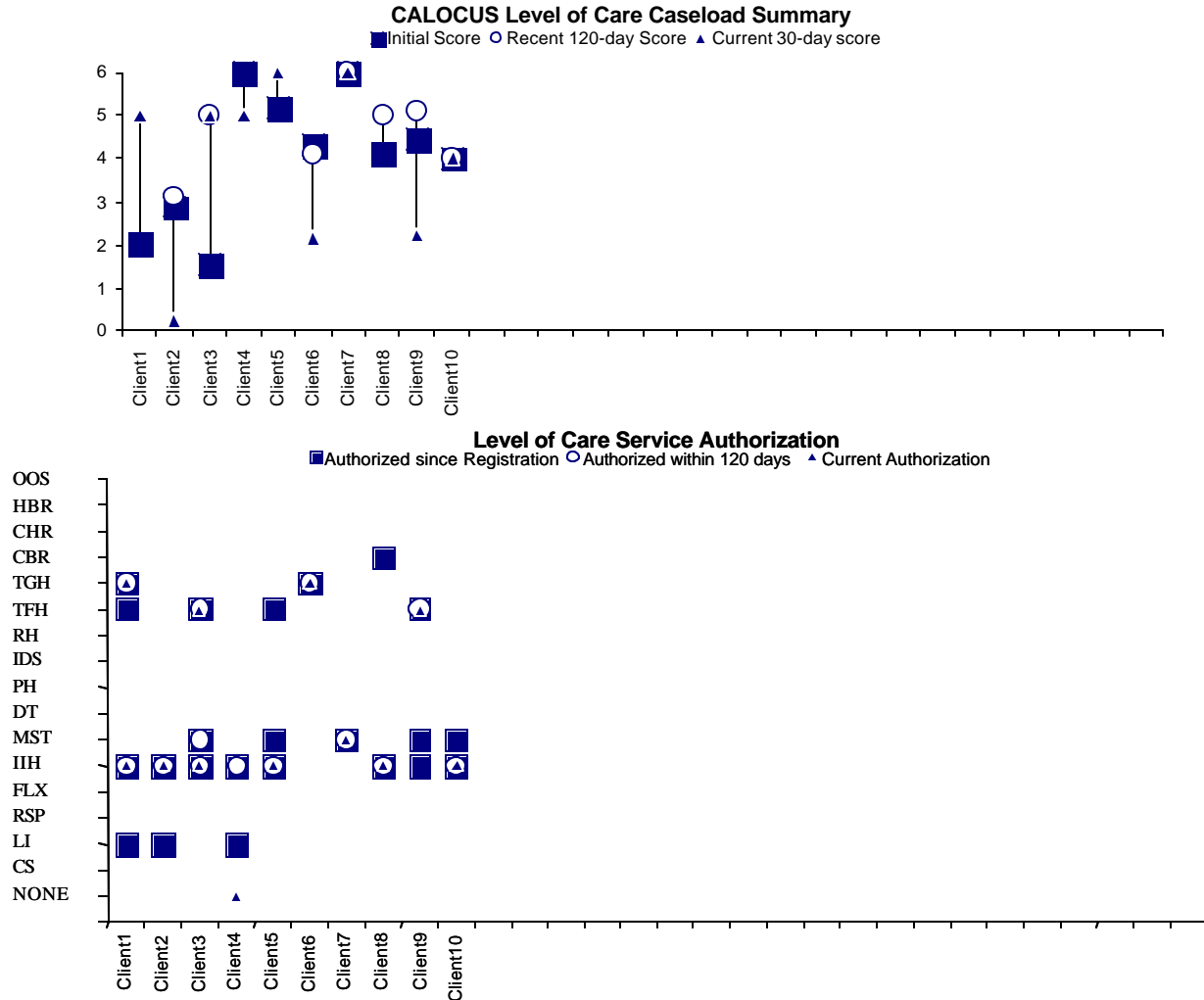■Involved since Registration O Involved within 120 days ▲ Currently Involved

4. Which youth are currently involved with another agency?

   Answer: _____

Putting it All Together

CALOCUS Level of Care Caseload Summary
■ Initial Score ○ Recent 120-day Score ▲ Current 30-day score

6
5
4
3
2
1
0

Client1 Client2 Client3 Client4 Client5 Client6 Client7 Client8 Client9 Client10

Level of Care Service Authorization
■ Authorized since Registration ○ Authorized within 120 days ▲ Current Authorization

OOS
HBR
CHR
CBR
TGH
TFH
RH
IDS
PH
DT
MST
IIH
FLX
RSP
LI
CS
NONE

Client1 Client2 Client3 Client4 Client5 Client6 Client7 Client8 Client9 Client10

5. What is the current level of functioning for Client 1? _____ Client 6? _____

6. Is Client 2′s functioning improving or deteriorating? _____

7. How much has Client 2′s functioning changed recently? _____

8. What is the highest level of care that Client 3 is authorized to receive? _____

9. Has Client 3′s level of care changed? _____

10. (a) Does Client 9′s functioning match the authorized level of care? _____
    _____

    (b) Does Client 10′s functioning match the authorized level of care? _____
    _____

Putting it All Together - Answer Sheet

1. Which youth need outcome measure(s) completed in the next 30 days? **Client 8**

2. Which youth do not have current service authorizations? **Client 4**

3. Which youth have multiple service authorizations? **Client 1 & Client 3**

4. Which youth are currently involved with other agencies? **Client 4**, **Client 5**, **Client 7**, **Client 8**, **Client 9**

5. What is the current level of functioning for Client 1? **5**   Client 6? 2

6. Is Client 2's functioning improving or deteriorating? **Improving (Score is Decreasing)**

7. How much has Client 2's functioning changed recently? **3 Points/Levels**

8. What is the highest level of care that Client 3 is authorized to receive? **TFH**

9. Has Client 3's level of care changed? **Yes, Authorized for TFH, MST, & IIH within 120-days**

10. (a) Does Client 9's functioning match the authorized level of care? **Currently, No. Level 2 is Outpatient Services but receiving TFH. If recent progress persists, consider step-down planning. Recently, functioning (Level 5) and level of care (TFH) did match before the youth's functioning improved.**

    (b) Does Client 10's functioning match the authorized level of care? **Yes.**
    Level 4 is Intensive Integrated Services without 24-hour Psychiatric Monitoring. Authorized for Intensive In-Home Services.

    Reminder: CALOCUS Manual Level of Care Recommendations:

    Level 0: Basic Services
    Level 1: Recovery Maintenance and Health Management
    Level 2: Outpatient Services
    Level 3: Intensive Outpatient Services
    Level 4: Intensive Integrated Service without 24-hour Psychiatric Monitoring
    Level 5: Non-secure, 24-hour, Services with Psychiatric Monitoring
    Level 6: Secure, 24-hour, Services with Psychiatric Monitoring

Caseload Summary Report

Caseload Diagnostic Report

Individual Summary Report

Individual Detail Report:

Child Status Report